



Getting Started



>Access:

- Email <u>Gateway@sboa.in.gov</u>
 - 1.Name
 - 2.Position Elected & Unit Name
 - 3.1st Day of Term
 - 4. Outgoing Officials Name
 - 5. Outgoing Officials Email (If known)
 - 6. Outgoing Officials last Day of Term



Login continued...

Gateway for government units

We have Gadeway for Covernment Unda provide a certal commons for local units to
Solicitism for Remarkal forms to the State of Indiana.

This alle works best in Friedric and Chrome. Internet Explorer a not a supported browser.

Authorized Personnet Login

View Name:

Password:

Password:

Private and Remarkal forms to Child sensition.

Announcements

Galeway Reporting Access Authorized User Policy

The local addressly but of Covernment units to the State. Or Indiana Covernment Units to the State. Unless of certain policy of Covernment units to the State. Unless of certain policy is of Covernment units to the State. Unless of certain policy is an application for certain guident group of the State of Indiana.

Request Authorization to Access Galeway

Indiana Caleway for Occurrence Units is the collector platform for local units of government to submit required data to the State of Indiana, as well as a public access from the Covernment Units in the collector platform for local units of government to submit required data to the State of Indiana, as well as a public access from the Covernment Units in the collectors platform for local units of government to submit required data to the State of Indiana, as well as a public access from the Life Endoament.

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Prover of Covernment Units in the collectors platform for local units of government to submit required data to the State of Indiana, as well as a public access from the Life Endoament.

Prover of Covernment Units in the Collectors platform for local units of government to submit required data to the State of Indiana.

Prove END Prove Covernment Units in th



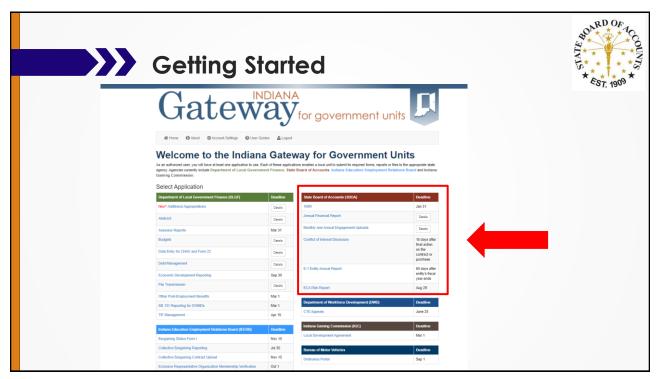
Forgot your Password?



Auth	orized Personnel Lo	ogin
User Name:		*
Password:		*
Forgot your passwo	ord?	Log In
	pts to log in, your account	
Request Au	uthorization to Access	Gateway

- ➤ If you forgot your password, you can use the "Forgot your password?" link. All you will need is your Username (email address) to reset it your self.
- Once you reset your password you will receive an email from <u>ibrctech@iupui.edu</u> with your new password.

5





Submission Due Dates

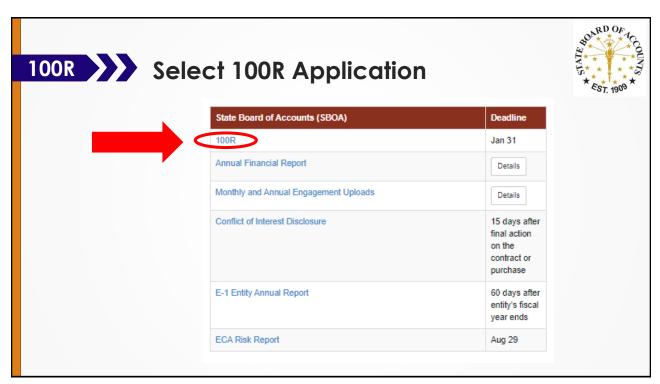


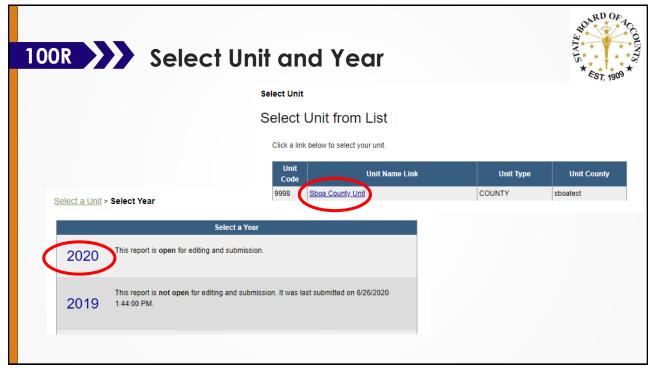
- ➤ 100R deadline: January 31st
 - IC 5-11-13-1
- ➤ Annual Financial Report deadline: March 1st (February 29th during a leap year)
 - IC 5-11-1-4



100R

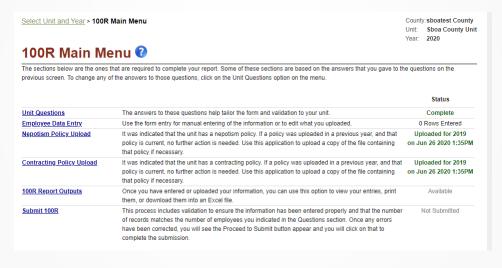
- User Guide Link: https://gateway.ifionline.org/u serguides/100Rguide
- File Upload Specifications: https://www.in.gov/sboa/files/ Gateway100R_Upload_Specs. pdf

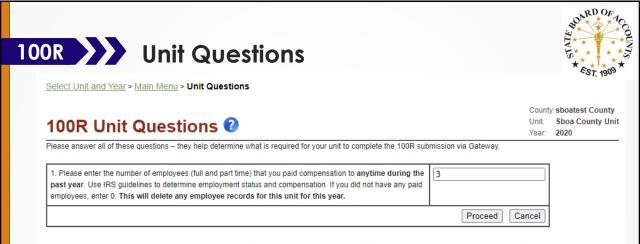




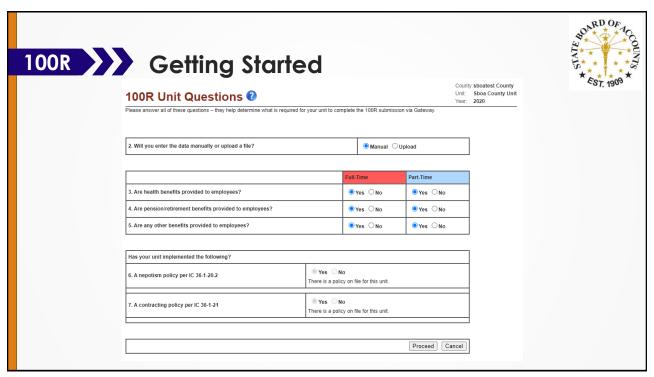


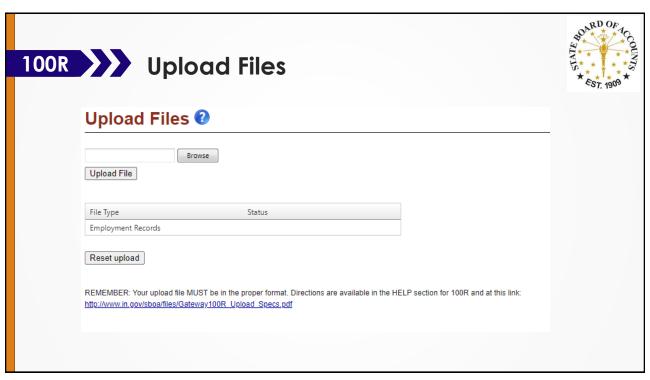


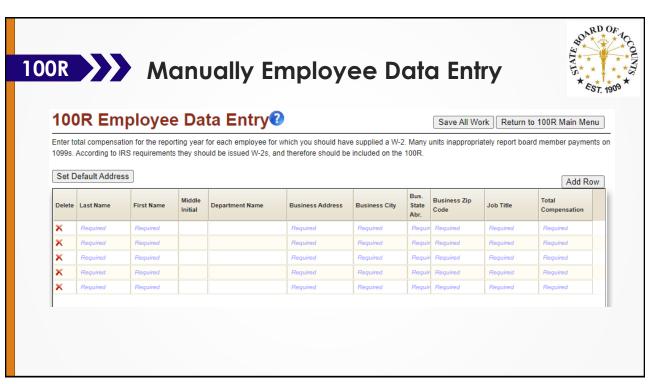


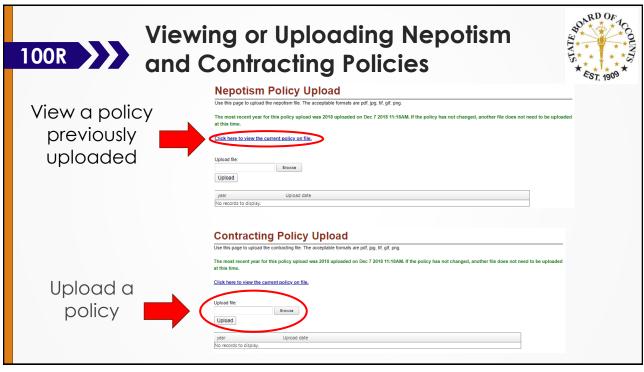


- > Enter the number of employees (full and part time) paid during the year.
- Once the number of employees has been entered you will then click "Proceed".













100R Report Outputs 0

These reports are available for you to view, print or download at your convenience. The content will change if/when you change or add additional information into the

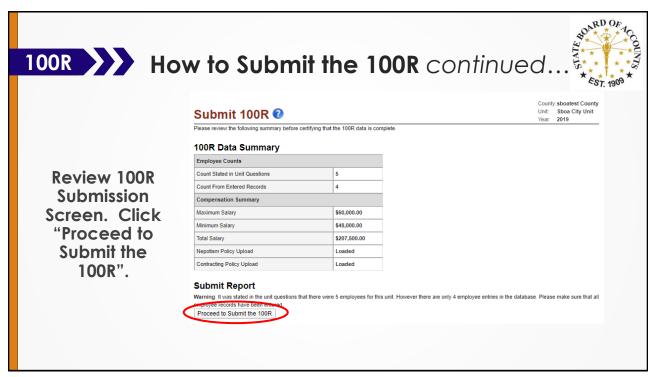
Report Output Format: PDF 🗸	Select the output method for the report that you prefer. Choices include Adobe PDF or Microsoft Excel Format	
<u>Employee Listing</u>	This report lists all employees entered in the system for the 100R.	
Employee Listing for Advertising	This report lists all employees entered in the system for the 100R. The report is in an alternative format designed to be advertised.	
<u>Unit Questions</u>	This report shows the unit questions as answered in the system for the 100R.	

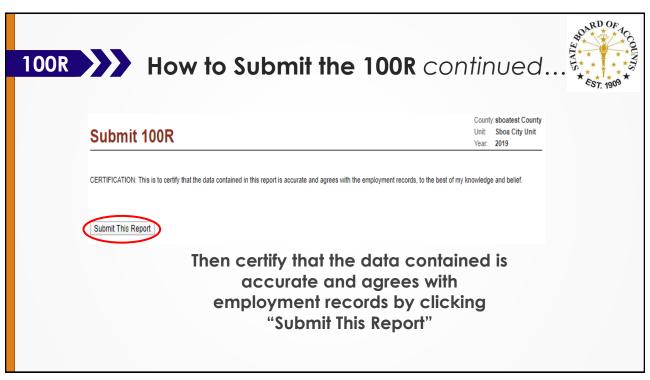
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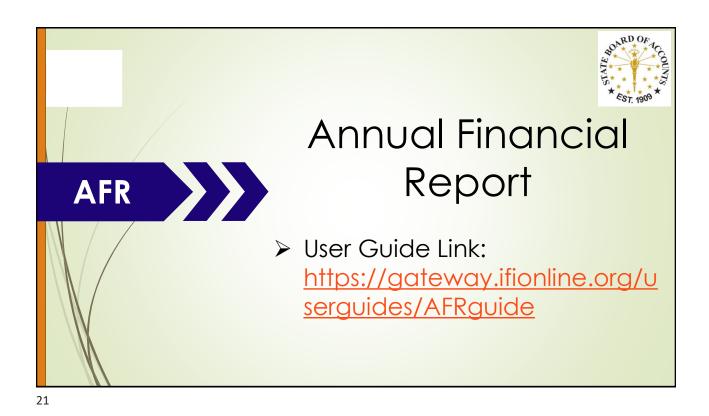
100R How to Submit the 100R

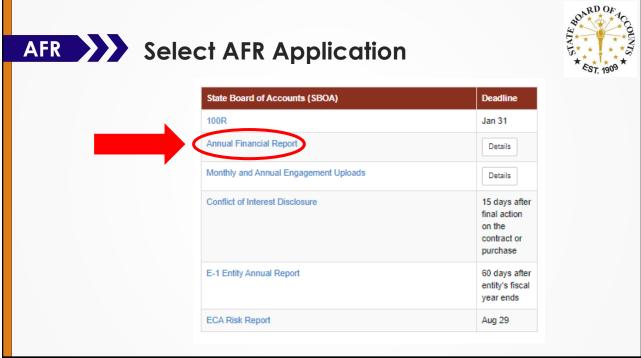
> To submit the 100R click the "Submit 100R" link at the bottom of the screen.

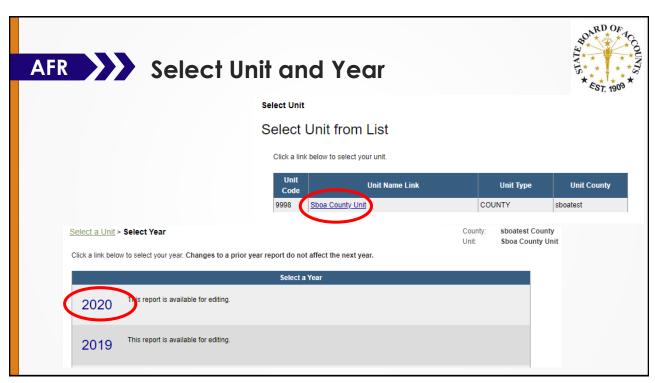
	that are required to complete your report. Some of these sections are based on the answers that you gave to th of the answers to those questions, click on the Unit Questions option on the menu.	e questions on the
		Status
Unit Questions	The answers to these questions help tailor the form and validation to your unit.	Complete
Employee Data Entry	Use the form entry for manual entering of the information or to edit what you uploaded.	0 Rows Entered
<u>Upload File (optional)</u>	Use the Upload tool to transfer your file, which must be appropriately formatted per the Upload Specifications for 100R.	Not Uploaded
Nepotism Policy Upload	It was indicated that the unit has a nepotism policy. If a policy was uploaded in a previous year, and that policy is current, no further action is needed. Use this application to upload a copy of the file containing that policy if necessary.	Uploaded for 2019 on Jun 26 2020 1:35PM
Contracting Policy Upload	It was indicated that the unit has a contracting policy. If a policy was uploaded in a previous year, and that policy is current, no further action is needed. Use this application to upload a copy of the file containing that policy if necessary.	Uploaded for 2019 on Jun 26 2020 1:35PM
100R Report Outputs	Once you have entered or uploaded your information, you can use this option to view your entries, print them, or download them into an Excel file.	Available
Submit 100R	This process includes validation to ensure the information has been entered properly and that the number of records matches the number of employees you indicated in the Questions section. Once any errors have been corrected, you will see the Proceed to Submit button appear and you will click on that to complete the submission.	Not Submitted















AFR Unit Questions



- > Answer questions correctly as they will determine the information required to complete the annual report
- > Includes questions on:
 - Federal Grants
 - Financial Assistance to non-gov't units
 - Departments
 - Enterprises
 - Debt (including Leases)
 - Capital Assets

- Accounting System Data file
- GAAP Statements
- Other Post Employment **Benefits (OPEB)**
- Interfund Transfers
- Internal Controls

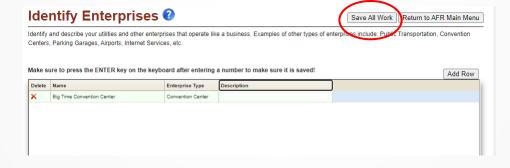
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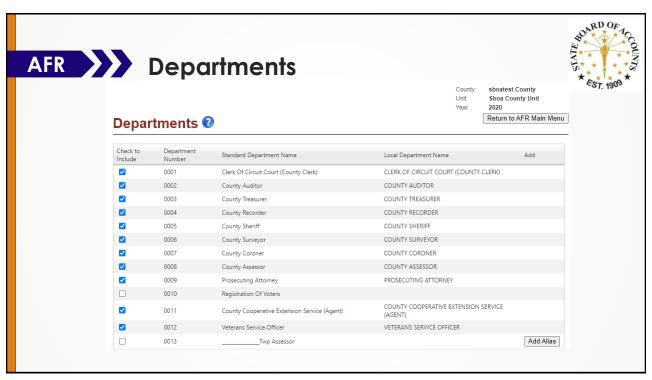


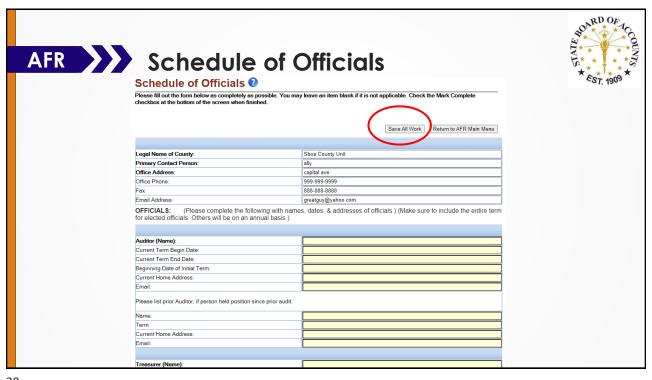
AFR Identify Enterprises



Operate like a business. Examples include public transportation, convention centers, parking garages, airports, utilities, etc...











Core Reporting		Status
Financial Data by Fund	Enter or change basic financial information for the year. This includes adding or deleting funds, entering beginning cash and investment balances, receipts and disbursements for each fund.	201 Fund(s)
<u>Capital Assets</u>	Using your Capital Asset records, complete the Schedule of Capital Assets (land, building, machinery, etc.) as of the end of the year. Show the total purchases of capital assets during the year (if any) in the Additions column; Show sales or other dispositions of capital assets during the year (if any) in the Reductions column.	\$1,371,405 in Assets
<u>Grants</u>	Complete the Grant Schedule for grants you received or disbursed money from during the year.	1 Grant(s)
Accounts Payable/Receivable	Accounts Payable/Receivable	1 Record(s)
Transfer Schedule	Complete the Transfer Schedule with all transfers made between funds during the year.	1 Record(s)
<u>Debt</u>	Complete the Debt Schedule (bond issues, notes and loans payable, etc) as of the end of the year. Show the total additions and reductions in debt.	5 Record(s)
Leases	Amount of lease payments due durring the following year.	1 Record(s)
Financial Assistance to Non Governmental Entities	Enter financial assistance your unit has given to entities such as: Volunteer Fire Depts, YMCA, Senior Citizen Centers, etc.	3 Record(s)
OPEB	Information about what other postemployment benefit (OPEB) plans the unit administers or participates in.	Not Entered
Pensions	Information about what pension plans the unit administers or participates in.	Complete
<u>Upload Public Official</u> <u>Surety Bonds</u>	Per IC 5-4-1-5.1(e) upload a copy of bonds filed.	8 Uploaded



AFR Financial Data by Fund



Financial Data by Fund 🕖

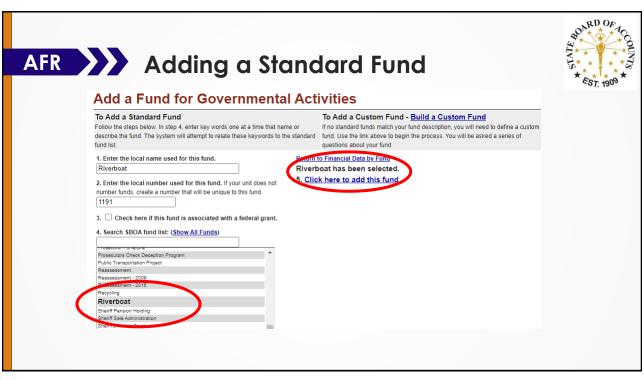
Save All Work Return to AFR Main Menu

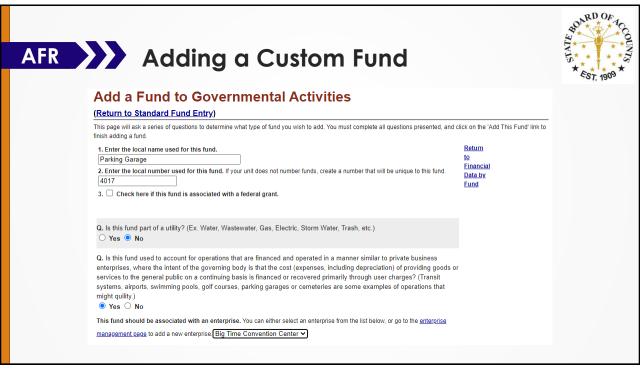
ke sure to press the ENTER key on the keyboard after entering a number to make sure it is saved!

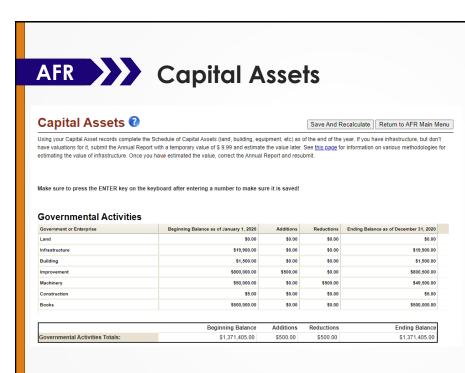
disbursements for each fund. Beginning Balance Investments and Beginning Balance Cash fields may be edited by clicking directly on the grid.

Delete	Edit	Local Fund Name	Beginning Balance Investments	Ending Balance Investments	Beginning Balance Cash	Receipts	Disbursements	Ending Balance Cash
×	Z	1001 - General 101000 General	\$0.00	\$0.00	\$6,266,378.71	\$34,465,234.93 <u>Add/Edit</u>	\$29,236,707.30 <u>Add/Edit</u>	\$11,494,906.34
×	Z	10011 - Test New MVH Restricted Fund 101173 MVH Restricted	\$0.00	\$0.00	\$467,528.72	\$812,621.02 Add/Edit	\$928,892.14 <u>Add/Edit</u>	\$351,257.60
×	Z	1101 - Sheriff Accident Report 101101 Accident Report	\$0.00	\$0.00	\$11,707.07	\$8,000.10 Add/Edit	\$1,882.22 Add/Edit	\$17,824.95
×	Z	1108 - Bid Bond Checks 101108 Bid Deposits and Bonds Holding	\$0.00	\$0.00	\$29,117.97	\$2,000.00 <u>Add/Edit</u>	\$2,500.00 <u>Add/Edit</u>	\$28,617.97

- Beginning Balance Investments - carried forward from the prior years ending **Investment Balance**
- > Beginning Balance Cash carried forward from the prior years ending Cash Balance
- Receipts and Disbursements to add or edit information click the "Add/Edit" button in blue
- **Ending Balance Investments and** Ending Balance Cash – amounts are calculated using beginning balance + receipts disbursements data

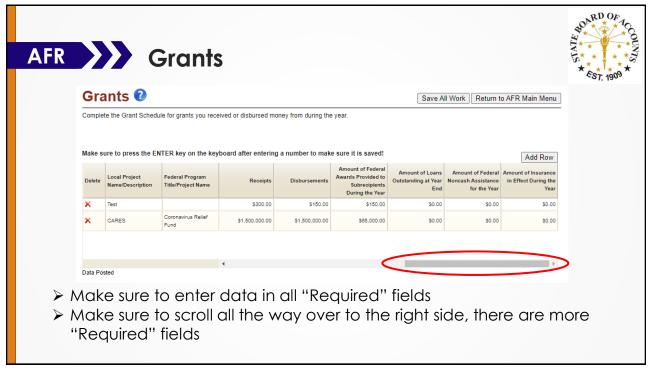


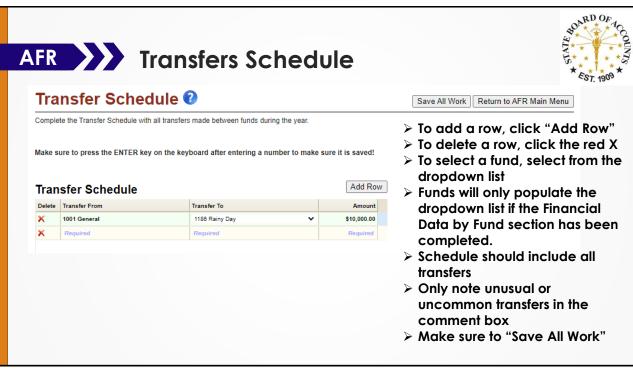




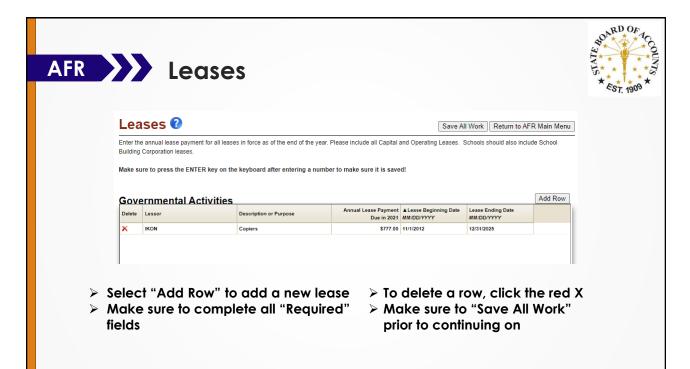


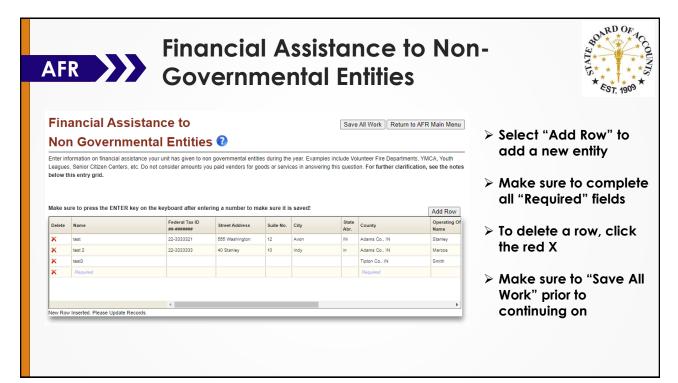
- Beginning Balances as of 1/1/2020 is carried forward from prior ending balance
- All "Required" fields must have data entered, even if 0
- Ending Balance as of 12/31/20 is calculated
- Make sure to "Save and Recalculate" once data is entered

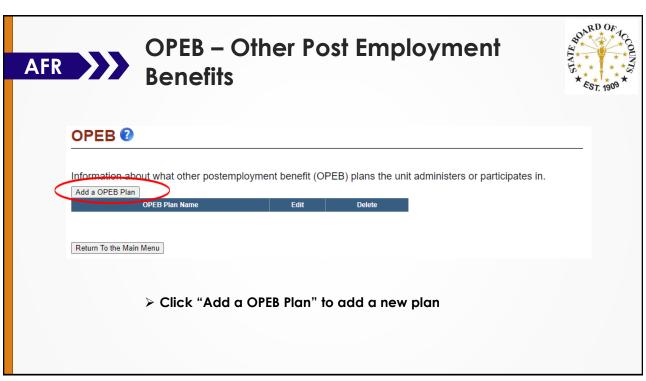


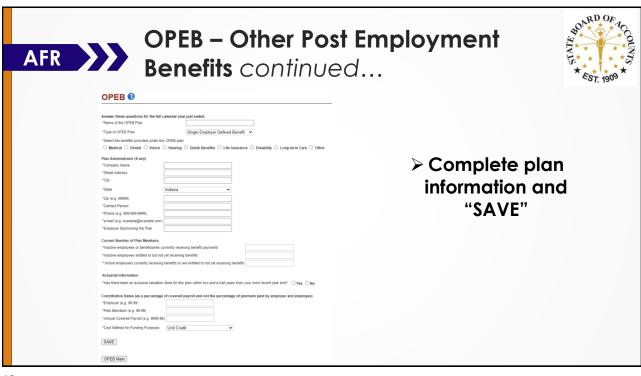


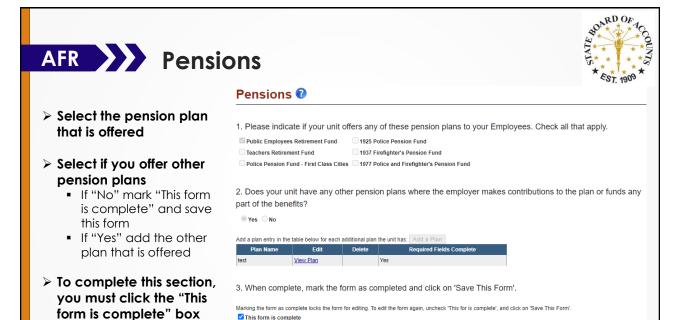
AFR Debt Make sure to enter data in all "Required" fields Debt Save All Work Return to AFR Main Menu Complete the Debt Schedule (bond issues, lines of credit, etc.) as of the end of the year > Make sure to scroll all the way over to the right side, Make sure to press the ENTER key on the keyboard after entering a number to make sure it is saved! there are more "Required" Add Row fields **Governmental Activities** Additions Beginning Principal Balance \$1,234.00 \$0.00 \$350.00 \$884.00 \$350.00 as of 1/1/2020 is \$1,000.00 \$250.00 \$750.00 \$250.00 prepopulated with the prior \$10,000.00 \$0.00 \$500.00 \$9,500.00 \$500.00 ending balance form 12/31/19 Ending Principal Balances calculated using the beginning + additions reductions









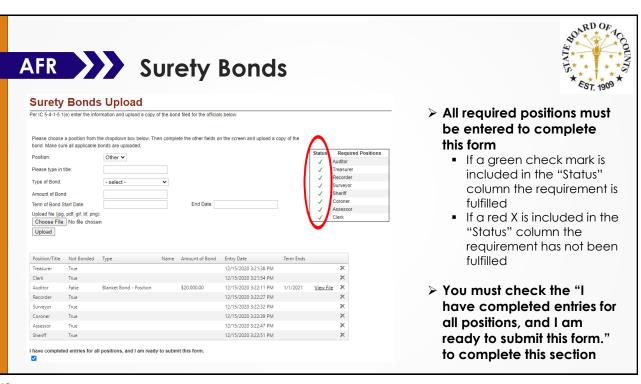


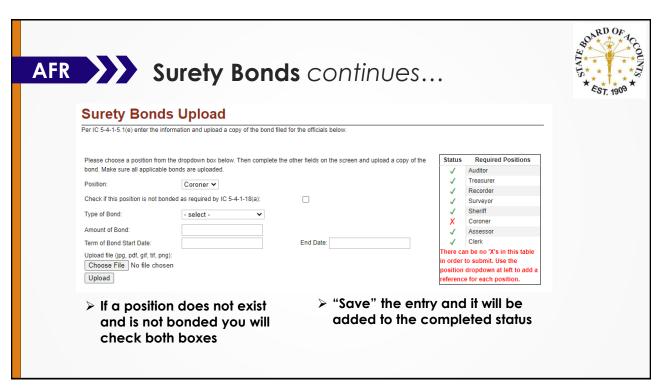
✓ This form is complete

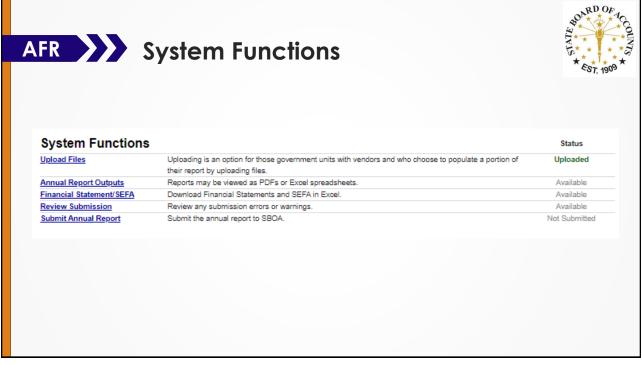
Save This Form Return To the Main Menu

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and "Save This Form"



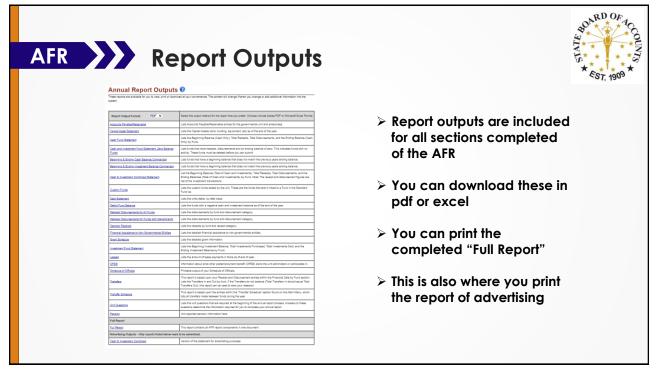


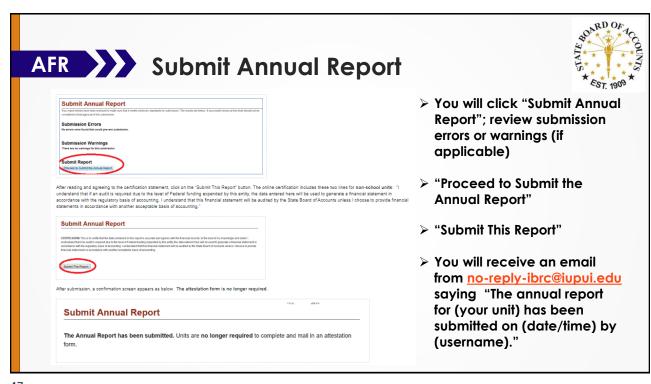






- Uploads must consist of:
 - Contact Info
 - Beginning Balance
 - Receipts
 - Disbursements
- Optional Department upload depending on answer to 1st question
- Click "Next Step" only appears when all required files have been uploaded
- > Click "Post Files"









Contact Information



- >Gateway Helpdesk for technical issues including access and lost password:
 - Gateway@sboa.in.gov
- ➤ Lori Rogers and Ricci Hofherr Directors of Audit Services:
 - Counties@sboa.in.gov
 - **(317) 232-2512**